DOD/DON PRIVACY POLICY

CTF 72/CTF 57

PRESENTATION

SEPTEMBER 2005

POLICY PURPOSE

- NOTIFY PERSONNEL WHEN PERSONAL PROTECTED INFORMATION HAS BEEN LOST, STOLEN OR COMPROMISED.

PERSONAL PROTECTED INFO

- HOME ADDRESS
- DATE OF BIRTH
- SOCIAL SECURITY NUMBER
- CREDIT CARD NUMBER
- HOME PHONE NUMBER
- INFO UNIQUE TO DESCRIBE YOU!

HOW CAN YOU HELP?

- BE SENSITIVE TO COMMUNICATING PERSONAL INFORMATION
- WHEN YOU SUSPECT IDENTITY VIOLATIONS - REPORT IT IMMEDIATELY
- PROTECT PERSONAL ELECTRONIC DEVICES USED TO TRANSMIT INFO
- DON’T TRANSPORT LAPTOPS, PALM PILOTS, ETC IN CHECKED BAGGAGE OR LEAVE UNSECURED IN HOTEL ROOMS

COMMAND ACTIONS

- NOTIFY PERSONNEL OF NEW POLICY
- REMOVE PERSONAL PROTECTED INFO FROM WEBSITES & PUBLIC FOLDERS
- REMOVE PERSONAL PROTECTED INFO FROM DOCUMENTS BEFORE DISTRIBUTING TO PERSONS WITHOUT A NEED TO KNOW
- EVALUATE DATABASES & INSTITUTE SAFEGUARDS TO PROTECT INFO

COMMAND ACTIONS

- SECURE PROTECTED PERSONAL INFORMATION FROM PERSONS WITHOUT A NEED TO KNOW
- DISPOSE/SHRED OR BURN INFORMATION NO LONGER NEEDED FOR OFFICIAL USE
- ESTABLISH A PLAN TO DISPOSE PROTECTED PERSONAL INFORMATION
- ESTABLISH A PRIVACY TEAM

PRIVACY TEAM

- N1 (Administration ACOS)
- 00J (Judge Advocate)
- ISSM (IT OFFICER)
- COMMAND MASTER CHIEF
- COMMAND FINANCIAL SPECIALIST
- ET AL

PRIVACY TEAM PURPOSE

- ENSURE IMPLEMENTATION OF PRIVACY POLICY
- ENSURE COMMAND PERSONNEL RECEIVED REQUIRED NOTIFICATION AND TRAINING
- MEET QUARTERLY TO ASSESS THE PROGRAM
- IDENTIFY/CORRECT ANY WEAKNESSES

LOST, STOLEN OR COMPROMISED PERSONAL INFO

- TAKE IMMEDIATE ACTION TO PREVENT FURTHER DAMAGE/DISCLOSURE
- NOTIFY CHAIN OF COMMAND & CNO (DNS-36) TEL: 202 685-6545/DSN 325-6545/FAX: 202 685-6580/DSN 325-6580/E-MAIL: DORIS.LAMA@NAVY.MIL
- DISTRO NOTIFICATION LETTER TO ANY AND ALL AFFECTED INDIVIDUALS
- REFER INDIVIDUALS TO FTC WEBSITE: HTTP:/WWW.CONSUMER.GOV/IDTHEFT

LOST, STOLEN OR COMPROMISED PERSONAL INFO

- CONVENE PRIVACY TEAM
- EVALUATE THE CAUSE(S) OF LOSS, THEFT OR COMPROMISE
- IDENTIFY CORRECTIVE MEASURES TO PREVENT FUTURE ATTEMPTS

IN CONCLUSION

- Identity theft is a devastating crime. Repairing the damage from identity theft can be emotionally and financially draining. The new policy is designed to reduce the likelihood that personal protected information will be lost, stolen or compromised and to provide personnel with timely notice and to minimize damage from this terrible crime.

References

- OSD MEMO 12282-05, 15 JUL 05
- CNO MEMO DNS-36/5U826537, 20 JUL 05
- COMNAVAIRFOR MSG 242001Z AUG 05
- FEDERAL TRADE COMMISSION WEBSITE: HTTP:/WWW.CONSUMER.GOV/IDTHEFT